



**Code: 9185**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

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## **CLASS TITLE: SECURITY SPECIALIST**

### **CHARACTERISTICS OF THE CLASS**

Under direction, works on a security detail team, providing security and personal protection services to elected and public officials to ensure their personal safety, and performs related protective services duties as required.

### **ESSENTIAL DUTIES**

- Provides close personal protection to elected officials, visiting dignitaries and other public officials to protect their personal welfare.
- Establishes a protective cordon at special events and functions and visually screens people to provide security in public places.
- Observes unusual or abnormal situations and provides the appropriate level of response for the protection of individuals (i.e. elected or public officials, visiting dignitaries, etc) attending special functions or public events.
- Accompanies and travels with individuals to and from home, work sites and other locations to provide security and close personal protection against any potential physical threats.
- Drives a vehicle to transport individuals to and from various locations including home, work office, meetings and speaking engagements.
- Coordinates with security team to ensure vehicles are available at specified arrival and departure times and at specified locations.
- Works with law enforcement personnel to identify any potential risks and to prepare and secure locations in advance of individual(s) arrival.
- Provides protection at the individual(s) personal residence.
- Carries a firearm in the performance of duties.
- Uses security and safety technology in the performance of duties

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Ten (10) years of law enforcement work experience at the federal, state or local level

#### **Licensure, Certification, or Other Qualifications**

- Must possess and retain a valid, non-expired State of Illinois Driver's License.
- Must possess and retain a valid, non-expired Firearm Owner's Identification (FOID) card.
- Must pass the Peace Officer Wellness Evaluation Report (POWER test)
- Must provide own personal firearm AND firearm must meet the criteria outlined on the city's list of acceptable firearms to be carried by Security Specialists. List will be made available at the time of interview.
- Must meet the State of Illinois requirements for possessing a firearm.

- Must meet the conceal and carry requirements detailed in State of Illinois' HR 218 (Law Enforcement Officer's Safety Act of 2004).

### **WORKING CONDITIONS**

- Exposure to outdoor weather conditions

### **EQUIPMENT**

- Communications equipment (e.g. radios, cell phones, surveillance equipment)
- Computers and peripheral equipment (e.g., personal computer, hand-held computer)
- Personal protective equipment (e.g. firearm)
- Handcuffs

### **PHYSICAL REQUIREMENTS**

- Ability to stand, walk and bend for extended periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to maintain a high level energy and to respond quickly in a proactive manner to security situations

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Good knowledge of:

- applicable federal, state, and local police and law enforcement regulations
- personal protection, security and law enforcement practices and procedures
- applicable computer equipment and software
- self-defense tactics
- tactical and defensive driving
- basic first aid
- weapons handling

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

#### **Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

#### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- STRATEGIZE – Plan and develop security plans and take a strategic approach in dealing with emergency or security situations

**Other Work Requirements**

- ADAPTABILITY - Able to adapt to different environments and roles while remaining alert and ready to take intelligent action in the event of a security crisis or situation
- SELF-CONTROL - Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
May, 2019